



**Healthy Lifestyles Coordinator - AmeriCorps Member
Ferguson Crestmont Boys & Girls Club**

WORKING HOURS: Monday - Friday, 2-7 p.m., plus additional hours of planning and meetings totalling 900 hours through May. Some weekend hours may be required with advance notice.

MAXIMUM LIVING ALLOWANCE: \$8,100 (Paid out in a bi-weekly stipend)

EDUCATIONAL ALLOWANCE: \$3,097.50 (Awarded upon completion of 900 hours)

DATES: Sept. 1, 2021 - May 31, 2022

BASIC JOB FUNCTION: The Healthy Lifestyles AmeriCorps member assists with the planning and implementation of healthy lifestyles programming at the Club, including but not limited to sports, recreation, drug & alcohol prevention, and food & nutrition. The AmeriCorps member will manage a staff focused on providing fun, educational, and safe programming for Club youth. The Healthy Lifestyles AmeriCorps member may also be responsible for creating and running community health and open gym events. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

This position is funded by the AmeriCorps program of the Corporation for National & Community Service, a government agency that engages more than five million Americans in service through national service initiatives. Upon completion of a 900 hours requirement, you will receive an Education Award. Additional benefits include: bi-weekly stipend, training, and student loan deferment. More information about the AmeriCorps program can be found here: <http://www.indianabgc.org/americorps>

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Assist with tracking and submitting program data for healthy lifestyles programming.
2. Develop and implement daily programs for all members.
3. Create lesson plans and work with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
4. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
5. Manage program space which includes leading volunteers/interns in administration of programmatic best practices.
6. Build positive relationships with youth, parents, schools, and community.
7. Document disciplinary actions, physical injuries and incidents in the program and report to professional staff.
8. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
9. Mandatory cleaning, set up and closing down of the program area on a daily basis.
10. Participate in training and staff development activities.
11. Assume other programmatic and administrative duties as assigned.
12. Reports to the Program Director.

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

Please send resume and cover letter to jobs@bgcbloomington.org and tcassani@bgcbloomington.org